WEST VIRGINIA I/DD WAIVER
INDIVIDUALIZED PROGRAM PLAN (IPP)

IPP SERVICE YEAR: *mm/dd/yr – mm/dd/yr*	**DATE OF MEETING:** Click here to enter a date.	**MONTH THIS PLAN WILL BE REVIEWED:** Click here to enter a date.

TYPE OF IDT MEETING:

☐ **ANNUAL** ☐ **3-MONTH** ☐ **6-MONTH** ☐ **9-MONTH** ☐ **CRITICAL JUNCTURE**
☐ **TRANSFER** ☐ **DISCHARGE** ☐ **7-DAY** ☐ **30-DAY**

DEMOGRAPHICS

Participant Name: **Address:** **Phone Number:** **Date of Birth:**	**Additional Insurance (if applicable):** **Date of Financial Eligibility:** **Date of Medical Eligibility:** **Anchor Date:**	
Legal Representative: Yes ☐ No ☐ If "Yes" Full ☐ Limited ☐ Name: Address: Phone:	**Health Care Surrogate:** Yes ☐ No ☐ Name: Address: Phone:	**Medical Power of Attorney:** Yes ☐ No ☐ Name: Address: Phone:
Payee: Yes ☐ No ☐ Name: Address: Phone:	**Conservator:** Yes ☐ No ☐ Name: Address: Phone:	**Interventions for Maladaptive Behavior (if applicable):** Date of Functional Assessment: Date of Positive Behavior Support Plan/Protocol: Date of HRC Approval:
Service Coordination: SC Name: SC Provider Agency: SC Telephone #, ext: SC e-mail:		**Attachments:** ☐ Crisis Plan *(required for Annual & 6-Month IPPs)* ☐ Positive Behavior Support Plan/Protocol *(required, if applicable, for Annual & 6-Month IPP)* ☐ Budget from CareConnection® *(required)* ☐ Task Analysis/IHP *(required, if applicable)* ☐ Participant-Directed Spending Plan® *(if applicable)* ☐ Other:_____

I/DD Waiver Budget Information: Assessed Individualized Budget Amount:$ Cost of I/DD Waiver Services Annually:$	**Service Delivery Option:** ☐ Traditional ☐ Traditional and Personal Options	**Non-I/DD Waiver State Plan (Medicaid) Services:** ☐ Personal Care ☐ Private Duty Nursing ☐ Other (describe in ISP section)

Coordination of Healthcare Needs:

Name of Primary Care Physician:

Date of Last Annual Physical Exam:

Are there any outstanding medical issue? Yes ☐ No ☐

Does the person who receives services need assistance in scheduling any medical appointments?
Yes ☐ No ☐

For any "yes" answers, describe in Health & Safety Issues area of Evaluation and Assessments Section, below

MEETING MINUTES	
Who attended this meeting? Did any team members attend by phone, and why?	
Summary of what was discussed during this meeting *(describe specific details including, but not limited to, person-centered items, current events, concerns, anticipated/upcoming changes, unmet needs, budget discussion details, IDT input/recommendations, ect.)*	
Meeting Minutes Completed By	

CIRCLE OF SUPPORT
Intimacy: Who can I count on?
Friendship: Who is a good friend?
Participation: What people, organizations, or networks am I involved with?
Exchange: Who are the people paid to be in my life (i.e. staff)?
Who would I like to participate in developing my plan? (May include anyone I want: professionals, direct care providers, family members, friends, etc.; however, it must include my legal representative – if applicable and a representative of any agency that provides services for me.)

GOALS AND DREAMS ***Goals and dreams should be carried through the rest of this plan and incorporated into the Service and Habilitation Plans including responsible persons and/or provider and timelines for making plans happen.***
What are my short-term and long-term goals and dreams? My dreams should be positive and possible. ***(Where do I want to live? Ideal job? Who do I want to live with? Dream vacation? What do I want to learn?)*** **Who is going to help me achieve these goals/dreams?**
Short-term goals: **Long-term goals:**
What do I expect to be different as a result of receiving services and supports? What outcomes do I expect to accomplish with the help of supports?
What are the things that I like and dislike? What things do I consider pleasant and important? What do I like to do during my leisure time? What community activities do I enjoy?
What are my strengths? What am I good at?

Evaluation	Date of Evaluation	Summary of Assessments/Evaluations Results and Recommendations (List all assessments used to develop the service and habilitation plan):
Person-Centered Assessment		SUMMARY OF CURRENT CIRCLE OF SUPPORTS AND GOALS AND DREAMS Based on my dreams and goals, my IDT has determined that the following services, supports and/or resources are needed:
ICAP		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on these findings, my IDT recommends the following training goals/ programs and/or support activities to be implemented: • Based on these findings, my IDT recommends the following behavioral objectives to be implemented: (delete if n/a) • Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:

Evaluation	Date of Evaluation	Summary of Assessments/Evaluations Results and Recommendations (List all assessments used to develop the service and habilitation plan):
ABAS:II		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on these findings, my IDT recommends the following training goals/ programs and/or support activities to be implemented: • Based on these findings, my IDT recommends the following behavioral objectives to be implemented: (delete if n/a) • Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
Extraordinary Care Assessment		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on these findings, my IDT recommends the following training goals/ programs and/or support activities to be implemented: • Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:

Evaluation	Date of Evaluation	Summary of Assessments/Evaluations Results and Recommendations (List all assessments used to develop the service and habilitation plan):
Health & Safety Issues Identified	Ongoing	SUMMARY OF MOST CURRENT HEALTH AND SAFETY ISSUES AS IDENTIFIED BY APS AND THE IDT. Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
Medical	Ongoing	LIST ALL PHYSICIANS, DATES OF LAST APPOINTMENTS, AND RECOMMENDATIONS. Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
Psychological/ Psychiatric (if applicable)		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
Therapy (PT, OT, ST, etc. – if applicable)		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
Diagnosis	N/A	

Evaluation	Date of Evaluation	Summary of Assessments/Evaluations Results and Recommendations (List all assessments used to develop the service and habilitation plan):
SC Assessment		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
BSP Assessment (if applicable)		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
RN Assessment (if applicable)		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
IEP (if applicable)		SUMMARY OF MOST CURRENT ASSESSMENT/EVALUATION AND RECOMMENDATIONS Based on my needs as stated above, my IDT has determined that the following services, supports and/or resources are needed:
IDT Meetings	N/A	CHOOSE ONE: My IDT agrees that my needs do not warrant quarterly meetings; therefore, only Annual and 6 Month IPP IDT meetings will be held. If I have a need that must be addressed by my IDT before my next scheduled IPP review, I may request a Critical Juncture IDT meeting. My IDT agrees that my needs warrant quarterly meetings; therefore, my team will meet every 90 days.

Medications that I take	Dosage	Frequency	Reason for taking this medication (applicable diagnosis)	Who will administer? (agency name and staff title or natural support)

IF PSYCHOTROPIC MEDICATIONS ARE ADMINISTERED, PLEASE INCLUDE A RATIONALE FOR CHANGES OR CONTINUATION OF EACH MEDICATION:

I/DD Waiver Services Needed to Support Me Individual Service Plan			
Service Code	**Service Description**	**Provider (include *name* of staff person)**	**Is this service available/accessible?**
			☐ Yes ☐ No
Amount/Frequency: Service should average _____ units per month & should not exceed ____ units per year.			
Duration of Service: This service should begin on _____ and end on _____.			
Plan of Action/Scope of Work to be done to support me. What, specifically, will the provider do to support my needs? What has changed since my last IDT meeting?			

I/DD Waiver Services Needed to Support Me Individual Service Plan			
Service Code	**Service Description**	**Provider (include *name* of staff person)**	**Is this service available/accessible?**
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I/DD Waiver Services Needed to Support Me Individual Service Plan			
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Amount/Frequency: Service should average _____ units per month & should not exceed ____ units per year.			
Duration of Service: This service should begin on _____ and end on _____.			
Plan of Action/Scope of Work to be done to support me. What, specifically, will the provider do to support my needs? What has changed since my last IDT meeting?			

Non-I/DD Waiver State Plan (Medicaid) Services (Personal Care, Private Duty Nursing, Other)	
Support:	**Provider (include *name* of staff person):**
Frequency of Support:	
Duration of Support: This support should begin on _____ and end on _____.	
Plan of Action/Scope of Work to be done to support me.	

Participant-Directed Services (if applicable)			
Service Code(s)	**Participant-Directed Services**	**Provider(s) Name(s) for each PD Service**	**Is this service available/accessible?**
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
I have $ _____ available to spend for my Participant-Directed Services			
On average, I need _____ hours of direct support services per week			
☐ **The Spending Plan (outline of services and amounts of services I have chosen is attached to this IPP).**			
Plan of Action/Scope of Work to be done to support me. What, specifically, will the provider(s) do to support my needs? Where do I need to go (transportation)? What has changed since my last IDT meeting?			

Non-I/DD Waiver Services and Natural Supports (Volunteer groups, clubs, churches, schools, etc.)	
Support:	**Who provides this support?**
Frequency of Support:	
Duration of Support: This support should begin on _____ and end on _____.	
Plan of Action/Scope of Work to be done to support me.	

Non-I/DD Waiver Services and Natural Supports (Volunteer groups, clubs, churches, schools, etc.)	
Support:	**Who provides this support?**
Frequency of Support:	
Duration of Support: This support should begin on _____ and end on _____.	
Plan of Action/Scope of Work to be done to support me.	
Non-I/DD Waiver Services and Natural Supports	

(Volunteer groups, clubs, churches, schools, etc.)	
Support:	**Who provides this support?**
Frequency of Support:	
Duration of Support: This support should begin on _____ and end on _____.	
Plan of Action/Scope of Work to be done to support me.	

Non-I/DD Waiver Services and Natural Supports (Volunteer groups, clubs, churches, schools, etc.)	
Support:	**Who provides this support?**
Frequency of Support:	
Duration of Support: This support should begin on _____ and end on _____.	
Plan of Action/Scope of Work to be done to support me.	

I/DD Waiver Individual Habilitation Plan and Task Analysis							
Participant Name:		**Program #**		**Date Established**		**Target Date**	
Responsible Agency and Staff:				**Date Revised/Discontinued:**			
My Skill or Goal Area:							
My Instructional Objective:							
Instructional Methods/Special Instructions to staff (include possible prompting levels)							
What materials are needed?							
In what setting will this take place?		**How frequently will activity occur?**		**Miles needed to achieve goal?**			
How often will data be collected?		**What type of reinforcement will I receive?**					
What criteria are needed to move on to the next step?							
Prompt Levels (specific to my needs):							

Task Analysis

	Month/Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1																																
2																																
3																																
4																																
5																																
6																																
7																																
	Staff Initials																															

BSP Signature and Credentials: _____

My Tentative Schedule Is:

Be certain to include **all** important person-centered details including;

- Sleep/leisure/school times (as applicable)
- Service times (ex. FBDH/PCS-A/PCS-F/PCS-PO/Respite/SE/Pre-Voc/Job Dev/PT/OT/ST)
- Natural support times
- Travel

Be specific about the anticipated times spent on activities/services throughout a typical week, as well as who/what type of staff are providing the service(s). Goals/Objectives (whether formal or informal) should also be noted and ensure the person has voiced their choice of activities when developing and/or making updates to their schedule. Note: If the person receives an average of 2 or more hours of LPN services per day, then the schedule will need to reflect all activities performed by LPN in 15 minute increments.

Projected Time Range	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7am-10am	**Morning Routine-Formal and Informal Support provided by PCS-F: Shaving, Breakfast prep, Brushing teeth, Getting dressed**	**Morning Routine-Formal and Informal Support provided by PCS-F: Breakfast prep, Brushing teeth, Getting dressed**	**Morning Routine-Formal and Informal Support provided by PCS-F: Shaving, Breakfast prep, Brushing teeth, Getting dressed**	**Morning Routine-Formal and Informal Support provided by PCS-F: Breakfast prep, Brushing teeth, Getting dressed, Prep for/Travel to Day Hab**	**Morning Routine-Formal and Informal Support provided by PCS-F: Shaving, Breakfast prep, Brushing teeth, Getting dressed**	**Morning Routine-Formal and Informal Support provided by PCS-F: Shaving, Breakfast prep, Brushing teeth, Getting dressed**	**Morning Routine-Formal and Informal Support provided by PCS-F: Shaving, Breakfast prep, Brushing teeth, Getting dressed**
10am-11:30am	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Day Hab-Formal and Informal support provided by FBDH: Hand Washing, Identify Money, Social Skills, Preferred activities, Travel in comm., Bowling, Park, Mall, Exercise**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Visit with Grandma**	**Travel time to Church and Lunch in Comm. Formal support provided by PCS-F**
11:30am-12:30pm	**Lunch/Prep for outing with PCS-A**	**Lunch/Prep for outing with PCS-F**	**Lunch/Prep for outing with PCS-A**		**Lunch/Prep for outing with PCS-A**	**Lunch/Prep for outing with Respite**	**Lunch/Prep for outing with Respite**
12:30pm-4pm	**Travel time to outing of choice and formal support with**	**Travel time to therapies with PCS-F: ST (1pm-2pm)**	**Travel time to outing of choice and formal support with PCS-A:**		**Travel time to outing of choice and formal support with PCS-A:**	**Travel time to outing of choice and informal support with**	**Travel time to outing of choice and informal support with**

PARTICIPANT NAME / APS ID # MM/DD/YYYY

	PCS-A: Library, YMCA, Safety skills, Purchasing	**OT (2pm-3pm) Travel time home with PCS-F**	**Library, YMCA, Safety skills, Purchasing**		**Library, YMCA, Safety skills, Purchasing**	**Respite: Shopping, Community Center**	**Respite: Shopping, Community Center**
4pm-7pm	**Travel time home with PCS:A. Formal and Informal support with PCS-F: Laundry, Prep dinner, Talk about today**	**Formal and Informal support with PCS-F: Chores, Prep dinner, Talk about today**	**Travel time home with PCS:A. Formal and Informal support with PCS-F: Laundry, Prep dinner, Talk about today**	**Leisure Time/Natural Support: Dinner, Talk about today**	**Travel time home with PCS:A. Formal and Informal support with PCS-F: Laundry, Prep dinner, Talk about today**	**Travel time home with Respite. Formal and Informal support with PCS-F: Laundry, Prep dinner, Talk about today**	**Travel time home with Respite. Formal and Informal support with PCS-F: Laundry, Prep dinner, Talk about today**
7pm-9pm	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**	**Leisure Time/Natural Support: Preferred activities**
9pm-10:30pm	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**	**Evening Routine-Formal and Informal Support provided by PCS-F: Shower, Snack prep, Brushing teeth, Dress for bed**
10:30am-7am	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**	**Sleep Time/Natural Support**

Interdisciplinary Team Signature Sheet		
Participant Name:	**Date of Meeting:** Click here to enter a date.	**DATE UPLOADED TO CARECONNECTION©:** Click here to enter a date.

PARTICIPANT NAME / APS ID # MM/DD/YYYY

TYPE OF IDT MEETING:

☐ **ANNUAL** ☐ **3-MONTH** ☐ **6-MONTH** ☐ **9-MONTH** ☐ **CRITICAL JUNCTURE**

☐ **TRANSFER** ☐ **DISCHARGE** ☐ **7-DAY** ☐ **30-DAY**

Relationship	**Signature and Credentials**	**Time Spent in Meeting** **(start/stop times)*	**Agree**	***Disagree**	**Date this IPP was sent out**
Waiver Participant					
Parent/Legal Representative					
Service Coordinator					
Other Relationship:					
Other Relationship:					
Other Relationship:					

***Rationale for Disagreement with the Plan (if applicable)**

_____

_____

_____

_____

Signature: _____ Date: _____